

# Chemical Storage Guide



## Storage Cabinet Requirements

1. Ensure storage cabinets meet the design, construction, and capacity requirements for its intended use.
2. Ensure containers are not stored in the bottom of the cabinet that will compromise the cabinet's ability to contain all of the spillage from the largest container stored in the cabinet. It is recommended that a metal grading or shelf be placed approximately level with the 2-inch sill if storage space is needed in the bottom of the cabinet.
3. Ensure that cabinet vents are sealed unless vented outdoors.
4. Ensure that the chemical storage cabinet does not impede or limit the safe egress of personnel.
5. Ensure that spill cleanup materials are available near the chemical storage cabinet.
6. Ensure that chemicals are capped or sealed when not in use.
7. Ensure that flammable or combustible liquids are properly stored in original containers or in portable containers approved for such use.
8. No compressed gases are stored in the cabinet (exception; aerosol cans).
9. Ensure that ordinary combustible materials other than original packaging are not stored in the cabinet.
10. Ensure that chemicals are properly labeled and bar coded.
11. Ensure that all chemicals have a current Material Safety Data Sheet (MSDS).
12. Monitor the shelf life of each chemical.
13. Ensure that chemicals stored in each cabinet are compatible.  
For compatible chemicals refer to: <http://www.labsafety.com/refinfo/ezfacts/ezf181.htm>
14. Ensure that chemical containers are in adequate condition to prevent leaks.
15. Ensure that personnel utilize the appropriate PPE and/or fume hoods for proper chemical management.

## Training

16. Ensure that users are properly trained to handle chemicals.

## Disposal

17. Nonaerosol and/or nonpressurized empty containers that are less than 5 gallons may be discarded in regular trash after removing bar code. Please turn in your bar codes using MSFC Form 4476 or online at: [http://eemo.msfc.nasa.gov/environmental/haz\\_mat/chemical\\_turnin.htm](http://eemo.msfc.nasa.gov/environmental/haz_mat/chemical_turnin.htm)
18. Disposal of other containers must be turned in to hazardous waste with the bar code.

| Contacts   | Phone     |
|--|-----------|
| Emergency  | 911       |
| Environmental Engineering Office   | 544-4246  |
| Occupational Health Office   | 544-2390  |
| Safety Office  | 544-0046  |
| Chemical Management  | 544- 4772 |
| Hazardous Waste  | 544-9578  |
| Material Safety Data Sheet (MSDS): <a href="http://eemo.msfc.nasa.gov/environmental/haz_mat/default.shtm">http://eemo.msfc.nasa.gov/environmental/haz_mat/default.shtm</a> |           |
| Applicable Documents: MPR 1840.2, MPR 1840.3, MWI 8550.1, MWI 8550.5, MWI 8715.11  |           |